



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

IN REPLY REFER TO:
7202.4-OS-2019-00587

March 18, 2019

Via email: 70605-93371026@requests.muckrock.com

Beryl Lipton
MuckRock News
DEPT MR 70605
411A Highland Ave
Somerville, MA 02144-2516

Dear Ms. Lipton:

On March 15, 2019, you filed a Freedom of Information Act (FOIA) request seeking the following:

Budget materials

- For the years 2017, 2018, and 2019, all budget materials or plans applicable to offices responsible for processing and response to FOIA requests and appeals submitted to this Bureau and its offices.

Staffing orders/reports/contacts

- For the years 2017 and 2018, staffing reports and plans, including the count of employee numbers and for offices responsible for processing and responses to FOIA requests and appeals submitted to this Bureau and its offices.
 - If this report is available in a form that includes the total number of hours worked for FOIA personnel, that version would be preferred.
 - If reports are available for each month, that version is preferred.
 - According to this agency's "About Us" website (<https://www.doi.gov/foia/About-Us>): "The Department has decentralized its FOIA operations among 13 bureaus and offices, each of which has a Bureau/Office FOIA Officer leading its separately managed and resourced FOIA Program. Secretarial Order 3244 (November 12, 2002) anchored Bureau/Office FOIA Offices within their respective CIOs' Offices. That order was superseded by Secretarial Order 3309 (December 14, 2010), which replaced Bureau/Office CIOs with Assistant Directors for Information Resources and initiated a series of significant ongoing organizational changes as part of the Department's IT Transformation. Bureau/office FOIA Officers are responsible for tracking, managing and responding to FOIA requests for records in their organization's possession and control, and administering their organization's FOIA programs. In addition to Bureau/Office FOIA Officers, some bureaus/offices also have Regional FOIA Coordinators and Field Offices

that process requests. Some bureaus/offices have their program offices (i.e., the offices whose records are the subject of the requests) prepare the responses to FOIA requests. These responses are reviewed by the FOIA Officer or Regional FOIA Coordinator and the appropriate FOIA attorney (when the decision is to withhold information, make a discretionary release, or deny a fee waiver)."

- All staffing reports and plans for the year 2019
 - If reports are available for each month, such a version is preferred.
- Contact information, including email addresses and home numbers (if available), for each FOIA officer currently tasked with an open public records request

FOIA requester categories

- For the years 2017 and 2018, the designated category of each requester of a FOIA request to this office, including those assigned to the following categories:
 - * commercial;
 - * educational and noncommercial scientific institutions;
 - * representative of news media requester;
 - * all other requesters
 - If this information is kept in an aggregate form including the number of requesters by fee category by year, a copy of this report will suffice to fulfill this element of the request.

FOIA fee waivers

- For the years 2017 and 2018, the number of fee this office and, if available, the tracking numbers for the which waivers were granted

FOIA fee collection

- For the years 2017 and 2018, any report capturing the following information:
 - * total estimated processing and copy fees quoted to FOIA requesters
 - * total processing and copy fees collected by this Bureau from each fee category
 - If this information is kept in an aggregate form, such as a FOIA log, that material would be sufficient to satisfy the bullet points in FOIA requester categories" and "FOIA fee collection" if it captures the following information:
 - * FOIA tracking number
 - * requester fee category
 - * amount processing and copy fees associated with the request
 - * the status of the requester's payment for the request

FOIA Policy Staff audit reports or summaries

- For the years 2017 and 2018, any and all reports of self-assessments conducted by FOIA Policy staff
 - According to the U.S. Department of the Interior 2018 Chief FOIA Officer Report, "Department FOIA Policy Staff regularly conduct self-assessments of

the Department's FOIA program, by reviewing Annual Report data, conducting audits of each bureau at least bi-annually, and reviewing and updating processing procedures, including its FOIA regulations."

Your request was received in the Office of the Secretary FOIA office on March 15, 2019, and assigned control number **OS-2019-00587**. Please cite this number in any future communications with our office regarding your request.

We have classified your request as a "media use request." As a "media use requester" you will not be charged for our search or review costs and are entitled to up to 100 pages of photocopies (or an equivalent volume) for free. See [43 C.F.R. § 2.39](#). As a matter of policy, however, the Department of the Interior does not bill requesters for FOIA fees incurred in processing requests when their fees do not exceed \$50.00 because the cost of collection would be greater than the fee collected. See [43 C.F.R. § 2.49\(a\)\(1\)](#).

You have asked for copies of agency records. According to our regulations, you may choose the format of disclosure for such records. Unless you specify otherwise, the Office of the Secretary will provide copies of responsive records electronically via email or CD-ROM as scanned PDF images when the responsive records exceed 50 pages.

Because we will need to consult with one or more bureaus of the Department in order to properly process your request, the Office of the Secretary FOIA office is taking a 10-workday extension under [43 C.F.R. § 2.19](#). For the same reason, we are placing your request under the "Normal" processing track. See [43 C.F.R. § 2.15](#).

In the interim, if you have any questions regarding the status of your request, or any of the issues discussed in this letter, you may contact Cindy Sweeney by phone at 202-513-0765, by fax at 202-219-2374, by e-mail at os_foia@ios.doi.gov or by mail at U.S. Department of the Interior, 1849 C Street, NW, MS-7328 MIB, Washington, D.C. 20240. You also may seek dispute resolution services from our FOIA Public Liaison, Clarice Julka.

Sincerely,

Clarice Julka
Office of the Secretary
FOIA Officer